

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 April 5, 2005

AGENDA		A L I B R A N D I	G A N E R	M I L L E R	N I C C U M	S A L T S	MINUTES
CALL TO ORDER							President Niccum called the meeting to order at 5:31 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Louise S. Mazerov, Library Director Robert Housley, Business Officer Doug Mason, System Services Manager Marcia Miyoshi, Librarian I
I. ACTION ON MINUTES a) Regular Meeting of March 1, 2005	Motion Second Ayes Noes Absent Abstain	X X	 X	 X	 X	X X	President Niccum stated that there is a supplemental page-correcting page 1 in Minutes. Moved by Trustee Alibrandi and seconded by Trustee Salts to approve the minutes as corrected with supplemental sheet of regular meeting of March 1, 2005.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							Trustee Ganer inquired whether when something happens, such as death of Pope, does the Library automatically go out and buy books on that subject. Director Mazerov asked Marcia Miyoshi, Librarian I, to clarify. Marcia stated that just recently purchased some books on the Pope and have had a request for a book written by the Pope and will pick that up as well. Many of our purchases are initiated by patron request but if had nothing on the pope would look into what would be standard or typical purchases on the subject. Comments were made about Tim Winkey's doing interviews of the Board President for the library promotion video. President Niccum inquired about the Women's Club Fashion show. Director Mazerov said was very well attended with approximately 60 people, as was their birthday luncheon. Donna Bagley has been the President this last year and kept

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							club very active. Director Mazerov stated the restroom remodel went well and Board is welcome to tour them. Kudos to Doug Mason for all the early hours it required of him during the remodel providing access to the workers prior to opening. Board should have a copy of the post cards that are being sent out by Parks Dept. and Arts Commission and handed to patrons for the Da Vinci Code program. Getting a good response and hope to have about 100 people. The presenter, who is an art history professor at Cal State Long Beach, has already been out to view the facility and set up for the program.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of March 15, 2005 - \$1,123,371 b) Expenditures Report Expenditures as of – March 15, 2005 - \$1,266,884 c) Monthly Statistical Report							No discussion. No discussion. Director Mazerov commented on how the heavy rains impacted circulation with big jump in March over February in circulation and patron registration.
IV. NEW BUSINESS a) Annual Evaluation of Staffing Levels							Director Mazerov reported: Managers are looking at staffing levels in various sections and have been asked to prepare reports that took into account the next couple of years based on the strategic plan, what we found out this past year as we've tried to carry out some of those programs and initiatives that are based on the strategic plan and how that has impacted staffing and what we've been able to do and not do. Also looking at trying to reinstate a couple positions;

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b) Review of Salary Comparisons and Benefits							<p>namely, Librarian II position and Building Supervisor position. Each of those for a number of reasons that have to do with workload. Especially looking ahead in terms of migrating to a new system, adding a computer center, the workload increase will have on Doug and how necessary it is for him to be here when the library is open and being used in addition to someone being here early with workers. One person can't always do this, but Doug does try very hard and does a great job, but is a lot to ask of one person. Very lucky with Ray having the skills he has as library clerk as well as being able to do the other work. No guarantee that if Ray leaves will find someone like that again. Right now without Librarian II there is no level in between manager and Librarian I. There needs to be some flexibility there in terms of supervising, taking care of the reference services as well as grant writing, community contacts as well as some flexibility that the circulation department needs. We're looking at a number of different things we might try to do over the next few years.</p> <p>We did this survey in-house instead of paying someone else to do it. Robert Housley, Business Officer, collected some job descriptions and tried to match things and found some are easier than others to match. Library clerks, pages are pretty uniform but when you get to some of the managers that is not necessarily the case. What you see here in terms of the salary survey is what we came up with in Orange County and where Buena Park stands and the same thing with the benefit analysis. Again, when we come back with recommendation for next year's budget</p>

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							<p>we will be looking at a couple different scenarios. Some of the numbers Robert has been asked to put together are a COLA, a COLA with in some cases a salary adjustment perhaps a combination of those two. In the benefit area, a lot of the numbers have been in place a long time. As we look at what other organizations offer we are going to be asking our staff what their concerns or priorities might be if we were going to make any changes. What might be important to them or not important, do they care or is everything just fine the way it is or are there areas they'd like to be changed if it's possible for us to do it. Some of the things may not increase cost they may just increase flexibility in some areas. As far as our health care coverage through PERS, we can change it but if we pull out and don't like what we went to PERS does not allow us to return for five years. Trustee Ganer inquired whether under the Buena Park Library District's coverage for dependent was it \$50 and not a percent. Director Mazerov reiterated that it is \$50 and that has been in place a long time and is one thing to look at. President Niccum commented that one of the things where we might differ from other library's is the fact that retirees get full health insurance benefits and that might be something to add to the matrix. Robert Housley stated that the way our contract with PERS was set up the retirees get the same benefits as active employees. Someone has to actually retire from here to get these benefits and currently we have approximately 14 retirees that get this benefit. Trustee Ganer inquired whether there is a vesting period for medical. Robert Housley stated that for retirement with PERS it is 5 years. Trustee Salts</p>

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c) Display Case and Exhibits Policy	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>wanted it clarified that if someone worked at District five years they could retire and get their medical benefits paid for the rest of their life and that is correct. President Niccum interjected that the cost to LA Unified for cost of medical for current employees and retirees is \$10,500 per employee per year. Trustee Salts stated that new GASB rules states that a commitment like this must be shown in the bottom line. Feels this is something that needs to keep an eye on.</p> <p>Previously had a volunteer display case coordinator and when this person retired it was turned over to staff. This prompted looking at whether policies were up to date and whether had correct forms for people who were loaning us material for display and to make sure some questions about liability were clarified. Marcia Miyoshi and Chris Haugen checked with some other libraries on this and Marcia is in attendance in case the Board has any questions. Trustee Ganer expressed surprise we didn't have a policy on this before. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the display policy and associated materials.</p>
d) National Library Week Proclamation Request	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the National Library Week Proclamation.</p>
e) Approval of Addition to Authorized Signature List	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	<p>Director Mazerov stated that Ray Garcia picks up paychecks occasionally but is not on the authorized list. Most of County employees know our staff but with new employees, felt would be good to make it official. Motion by Trustee Ganer</p>

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f) Review and Approval of Revised Mileage Reimbursement Policy	Motion Second Ayes Noes Absent Abstain	X X	 X X	 X	 X	 X	<p>seconded by Trustee Salts to approve the addition of Ray Garcia to authorized signature list.</p> <p>Director Mazerov stated as memo Board members received mentions has been long time since being adjusted. In looking at other library policies, it is written referring to the IRS business rate rather than setting a rate. Since staff attends training and workshops in places sometimes not very close, this update is needed. Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the revision to the mileage reimbursement policy.</p>
V. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No discussion.
b) Board Members' Reports on conferences attended or meetings scheduled							Trustee Ganer stated she will attend meeting in May but will be absent in June. Trustee Salts will be absent for July 5 th meeting.
c) Volunteer Guild Report							Luann O'Hara, Guild President, reported that since first of year have been making several thousand dollars a month and last month made over \$3,000. Held Romance sale in February and March had Media Madness sale. The money isn't necessarily coming from these sales as are just getting many more people in. Waiting to hear if receive \$3,000 grant from Crockett Container. Will be applying for another grant from Boeing ECF fund. Cold drink sales are going like crazy. February 5 th was 4 years since bookstore opened. Also received \$100 donation for our Ellen fund.
d) Director's Report 1. Items of interest to the Board							Staff has been very busy planning for all of the programs in April. Board has

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2. Children's Department Activity report							<p>received copies of flyers that have been put out for various programs that are occurring, including the children's author, teen poetry coffee house and World War II bombardier author. Hoping we will be able to do the teen poetry coffee house on a regular basis. Board has also received a copy of flyer for Chamber Mixer on April 21st and those who can be here for that we will be honoring Knott's Berry Farm and Jack Falfas for their contributions to the Summer Reading Program about 4:45 p.m. down in the lobby and then to Guild bookstore for the Chamber Mixer at 5 pm. Received a \$20 donation from a patron, Prem S. Acharya, who uses the library internet on a regular basis and wanted to give something back. Attended the State Librarian's Orientation in Sacramento and it was very interesting two days. Good introduction and orientation to all the different functions, departments and services and a tour of the beautiful State Library buildings. An interesting talk by their archivists on the history of State Library and how it was formed by some of the people from the Gold Rush. Also attended CalTac meeting along with Trustee Salts. Speakers on collaborations, connections, fundraising and partnerships with local businesses. The State Librarian was there and spoke and will also be at the SLS Director's meeting this Thursday.</p> <p>There were thirty storytimes in March with total attendance of 1,387. There are 225 children signed up for In-N-Out reading program. Mary Ivelia had sixteen class visits that included two story-telling visits to two local schools in two home economic classes at Buena Park High School and read stories to various classes at three elementary schools for</p>

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							Read Across America for fourteen classes. Also have our regular Monday school tours here from Buena Park School District classes. Have continued to receive very nice coverage in the Independent.
VI. FUTURE AGENDA ITEMS							No items proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	Consent Calendar items approved as follows: a) Approve Claims Request Number 620-05 a) Personnel Matters 1. Merit increase for P/T Page Jojo Flordelis to Step 6 on the Salary Scale effective April 1, 2005. Motion by Trustee Salts seconded by Trustee Ganer to approve the Consent Calendar.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	X	X	X	X X	Motion by Trustee Alibrandi seconded by Trustee Salts to adjourn. The meeting stood adjourned at 6:13 p.m.

Submitted by,

Dennis Salts
Secretary